

US Embassy

Tbilisi, Georgia

Announcement Number 60/09

OPEN TO: US Citizen Eligible Family Members (USEFMs) – All agencies
POSITION: **Deputy Assistance Coordinator, FP-7*** (Actual Grade to be determined by Washington)
OPENING DATE: **September 16, 2009**
CLOSING DATE: **September 30, 2009**
WORK HOURS: **Part-time, 20 hrs week**

Note: Only US Citizen Eligible Family Members (USEFM) of US Government employees assigned to the Mission under Chief of Mission authority as defined below are eligible for consideration. A US citizen EFM does not have to reside in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to post.

US Embassy Tbilisi is seeking an Eligible Family Member for employment in country for the position of Deputy Assistance Coordinator in the Political Section.

BASIC FUNCTION OF POSITION:

This position will function as the assistant to the Embassy Assistance Coordinator and Point of Contact (POC) within the Mission for vetting issues associated with the Assistance for Europe, Eurasia and Central Asia (AEECA) programs. Will attend working group meetings and assist in program implementation as needed, and will work with all agencies to maintain a list of USG assistance ‘success stories’ as well as develop and publish a quarterly assistance newsletter. Will prepare and maintain a master database of USG assistance projects grouped by sector, including funding by fiscal year.

Duties will also include processing Leahy vetting requests; maintaining a turnaround time of roughly 10-20 working days and tracking vetting in a data base, notifying offices when clearances are received and working closely with DOS officers to ensure that proper vetting procedures are followed. Incumbent will also take appropriate action with authorities if derogatory information is received. Working with the Assistance Coordinator, incumbent will perform administrative duties necessary for the execution of the AEECA programs.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- College degree is required;
- Level IV (Fluent) Speaking/Reading/Writing English is required;
- Keyboard/Data entry, IT software, Micro-Soft Calendar, Word, and Excel all at a standard level of proficiency;
- Must organize factual material succinctly and present meaningful conclusions. Ability to interpret requirements and explain them to others.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

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3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a secret security clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment OF-612; or
2. A current Resume or Curriculum Vitae that provides the same information as an OF-612; (please indicate months and years of all employments);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the HROTbilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi: <http://georgia.usembassy.gov/vacancies.html>**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 53-23-23

DEFINITION:

US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

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Closing Date for This Position: September 30,2009

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through contingent diversity enhancement program.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Richard A. Marsh
Human Resources Officer